

2-Way Memo

Subject:

From:

Building Planning Staff
• Central Intelligence Agency
Washington, D.C. 20505

From :

Virginia Electric Power Company
Right of Way Section
907 West Glebe Road
Alexandria, VA 22314

INSTRUCTIONS

Use routing symbols whenever possible.

SENDER (*Originator of message*):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (*Replier to message*):

Reply below the message, keep one copy, return one copy.

DATE OF MESSAGE

ROUTING SYMBOL

15 January 1982

SIGNATURE OF ORIGINATOR

TITLE OF ORIGINATOR

Architect

Building Planning Staff

STAT

FOLD

INITIAL MESSAGE

Per our discussion last week, the enclosed drawings are for your use in developing a proposal for new power lines from the VEPCO substation to Route 193. Information from GSA should be requested through Mr. Jack Finberg, Director of Planning Division, General Services Administration-National Capital Region, phone 472-1479.

REPLY MESSAGE

DATE OF REPLY

ROUTING SYMBOL

SIGNATURE OF REPLIER

TITLE OF REPLIER

To :

